



## City of Ellensburg Special Event Permit Application

Staff Contact: City of Ellensburg [caseb@ellensburgwa.gov](mailto:caseb@ellensburgwa.gov)  
 501 N. Anderson St. Office: (509) 925-8639  
 Ellensburg, WA 98926  
 Attn: Brad Case, Parks & Recreation Director

**Please submit this application at least 60 days in advance of event.** There is a \$25.00 application fee due at the time of submission. Payment can be made via the [Parks and Recreation portal](#).

**Note:** Any event charging an admission fee or selling tickets is required to pay Admissions Tax to the City of Ellensburg per City Code 6.68. Contact the Ellensburg City Clerk for more information at [cityclerk@ellensburgwa.gov](mailto:cityclerk@ellensburgwa.gov).

| 1. Event/Applicant Information                      |          |        |
|---|----------|--------|
| Name of Event:                                      |          |        |
| Name of Organization:                               |          |        |
| Mailing Address:                                    | Website: |        |
| Name of Applicant/Event Organizer:                  | Phone:   | Email: |
| Secondary Contact:                                  | Phone:   | Email: |
| Event Dates and Hours:                              |          |        |
| Event Location (please attach site and route maps): |          |        |

| 2. Event Type/Description (check all that apply)    |   |   |   |
|---|---|---|---|
| <b>Expressive Event</b><br><input type="checkbox"/> | <b>Festival/Fair</b><br><input type="checkbox"/>          | <b>Timed Race</b><br><input type="checkbox"/>     | <b>Beer/Wine Festival</b><br><input type="checkbox"/> |
| <b>Fundraiser</b><br><input type="checkbox"/>       | <b>Concert/Performing Art</b><br><input type="checkbox"/> | <b>Bicycle Race</b><br><input type="checkbox"/>   | <b>Car Show</b><br><input type="checkbox"/>           |
| <b>Free Event</b><br><input type="checkbox"/>       | <b>Parade</b><br><input type="checkbox"/>                 | <b>Run/Walk</b><br><input type="checkbox"/>       | <b>Private Event</b><br><input type="checkbox"/>      |
| <b>Admission Fee</b><br><input type="checkbox"/>    | <b>Wedding</b><br><input type="checkbox"/>                | <b>Boating/Rowing</b><br><input type="checkbox"/> | <b>Other</b><br><input type="checkbox"/>              |

|   |  |
|---|--|
| <b>Number of Participants Expected:</b>           |  |
| <b>How is Event Being Advertised:</b>             |  |
| <b>Purpose of Event:</b>                          |  |
| <b>Designated Parking (including ADA Spaces):</b> |  |

**ADA Parking Requirements:**

- If parking is provided for an event, accessible parking is required.
- If no parking is provided for an event, an accessible passenger loading and unloading zone is required.
- Accessible parking and passenger loading and unloading zones are required to be identified using the international symbol for accessibility (ISA) and shall be provided as close to the event venue as possible.

**ADA Portable Toilet Requirements:**

- The total number of portable toilets to be provided for the event determines the required number of accessible portable toilets in any given area. This number is 5% of the total, but in no event less than one for each location. If a single unit is placed, it must be ADA accessible.
- Accessible portable toilets must be identified with the international symbol of accessibility (ISA).

**Map Requirements:** Maps are required for the overall event layout as well as any separately fenced areas (beer/wine gardens). **Route maps must include:** Surrounding street names, directional arrows, twenty-foot (20') fire lanes, fencing, street closure points, toilets, barricades, start/finish lines, assembly and/or production areas. **Site maps must include:** booths, canopies/tents, cooking areas, fencing areas, number and dimension of entrances/exits, and toilets.

**Noise Waiver:** Prohibitions against unreasonable noise are in effect 24 hours a day, with lower acceptable noise levels prior to 7 a.m. and/or after 10 p.m. (see Chapter 5.60 ECC).

Are you requesting a noise waiver for you event: Yes ☐ No ☐

### 3. Street Use

Does your event require street closures? Yes ☐ No ☐

Streets to be closed: \_\_\_\_\_.

Street closure start time and date(s): \_\_\_\_\_

What time and date can the closed street be reopened to traffic: \_\_\_\_\_

For street or alley closures, concurrence with the request by at least 75 percent of businesses with storefronts on streets, or with access from an alley, in the closure area as evidenced by the signatures of the business owner or their agent on a form approved by the city.

Does your event require the closure of parking spaces? Yes ☐ No ☐

If yes, please provide an aerial image with your permit application reflecting the park spaces you want closed.

Name of flagging or traffic control company (if applicable): \_\_\_\_\_

Street closures could potentially impact Central Transit routes. City staff will notify you if your route/street closure crosses or utilizes streets where Central Transit operates. You may be required to alter your route if it is determined by the City of Ellensburg that the proposed route requires significant City services and/or severely limits transit opportunities in high volume areas. Additional fees for City services may apply.

Events that require traffic control must have a traffic control plan that is in accordance with the Manual on Uniform Traffic Control Devices (MUTD), city ordinances and state law.

**Towing Vehicles**

- For events taking place Monday – Friday, the City needs a 1.5-hour block of time to tow vehicles. For events taking place on Saturday, Sunday, or a holiday, the City will require a 2-hour block of time to tow vehicles. During this time, event organizers will not be allowed to set up for their event, this is done in order to ensure public safety.
- The process to tow vehicles parked on public property must be initiated by City personnel. Cars that are parked on private property (example a privately-owned parking lot) must be initiated by the event organizer. In the event a car needs to be towed from public property, event organizers need to call the KITTCOM non-emergency number to ask for assistance, 509-925-8534.

**4. Public Health Requirements**

Most operations that prepare, package, serve, vend, sample or otherwise provide food for human consumption require a permit from Kittitas County Public Health. Event coordinators must ensure all required public health permits are obtained prior to the event.

Will food and/or beverages be provided at your event? Yes ☐ No ☐

If yes, contact KCPH: 509-962-7515 or see <https://www.co.kittitas.wa.us/health/services/food.aspx>

**5. Fire Marshal Requirements**

The Ellensburg Fire Marshal may require a DETAILED schematic/layout of any intended beer/wine/liquor or other use “garden” areas that depicts fencing, entrances, exits, and tents, with their dimensions and maximum intended capacities. An additional permit may be required by the Fire Marshal. The Fire Marshal may require information to allow for street closures.

The International Fire Code requires that all tents or canopies over areas where cooking takes place must be **compliant to National Fire Protection Association (NFPA) 701 or have at least 12’ of separation from the nearest tent.**

## 6. Alcohol

Will alcohol be served at your event? Yes ☐ No ☐

Quantity and type of alcohol to be served: \_\_\_\_\_

If yes, describe your plan for controlling the alcohol service area, including whether you will use volunteers or paid security (with name of company) monitors, and then number of monitors that will be used:

The sale, service and consumption of alcoholic beverages are subject to Washington State Liquor and Cannabis Board (LCB) regulations, licensing, and permit requirements. Special Occasion licenses are issued only to non-profit societies or organizations holding a special event at which spirits, beer, or wine is sold by the drink. Your event may require a different type of permit. Please visit the LCB website, <https://lcb.wa.gov/licensing/special-licenses-and-permits> for additional information. The City requires Liquor Liability insurance as specified in section 9. Insurance Requirements.

|  |  |
|--|--|
| Is a non-profit providing the alcohol services?          | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| If yes, indicate the name of the nonprofit organization: |  |
| If no, indicate the alcohol service provider:            |  |

## 7. Garbage & Recycling

You are responsible for hauling out your own garbage and cannot rely on City garbage cans.

|  |
|--|
| Please describe the amount and type of food available:                                       |
| Will drinks be served in aluminum cans, paper/plastic cups, glass, or plastic bottles? _____ |
| How do you plan to collect garbage and recycling on site? _____                              |
| Describe how you plan to remove garbage and recycling from event site: _____                 |
| Self-Haul or Dumpster Rental Information: _____  |

## 8. Vendor List

Will your event include any vendors selling goods or services? Yes ☐ No ☐

If yes, you must contact the Ellensburg City Clerk to provide copies of vendor business licenses and information five (5) business days prior to your event date. Email [cityclerk@ellensburgwa.gov](mailto:cityclerk@ellensburgwa.gov).

*Chapter 6.54 ECC includes requirements for payment of fees by vendors or the event organizer for vending at special events. List of vendors for the event (use additional sheet if needed):*

| Name of person or business | Type of goods or services being offered | Contact Information |
|----------------------------|---|---------------------|
|                            |   |                     |
|                            |   |                     |
|                            |   |                     |
|                            |   |                     |
|                            |   |                     |

*It is recommended for event organizers, but not required by the City, that food vendors carry liability insurance with products/completed operations coverage.*

## 9. Police

Special events may require the use of police officers for public safety and/or traffic control. These needs will be determined by the City with review by the Ellensburg Police Department.

## 10. Insurance Requirements

A CERTIFICATE OF INSURANCE and additional insured endorsement must be submitted with permit application under the following conditions. Unless otherwise stated and agreed to, insured will be responsible for any damage to existing site property and/or facilities and/or in-place equipment.

The following insurance shall be required in connection with the issuance of a permit for a special event not protected under the Washington Constitution and/or the First and Fourteenth Amendments of the U.S. Constitution.

Commercial General Liability insurance with minimum limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate unless waived by the City. Higher limits and/or other types of insurance may be required dependent upon the event features, as determined by the City.

The responsible official for special events is authorized and directed to require written proof of such insurance prior to permit issuance. The insurance policy shall be written on an occurrence basis, shall name the City as an additional insured using ISO form CG 20 12, or coverage at least as broad, shall be written for a period not less than twenty-four (24) hours prior to the event and extending for a period not less than twenty-four (24) hours following the completion of the event. The applicant shall provide the City and all Additional Insureds for this event with written notice of any policy cancellation within two business days of their receipt of such notice.

**Liquor Liability.** For events where alcohol will be served, additionally, Liquor Liability insurance in the amount of \$5,000,000 each occurrence is required. The City is to be named as an additional insured on Liquor Liability insurance. Higher limits may be required dependent upon the event features, as determined by the City.

**Athletic Events.** General Liability insurance shall include coverage for participant liability with limits of not less than \$1,000,000 per occurrence.

**A Special Event Permit will not be issued until all required insurance documents have been received, verified, and approved.**

## 11. Hold Harmless and Indemnification Agreement

Permittee/Organization shall defend, indemnify and hold harmless the City of Ellensburg, its officers, officials, employees and volunteers from and against any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the acts or omissions of the Permittee/Organization, its employees, volunteers, representatives, or vendors, or from any activity, work or thing done, permitted, or suffered by Permittee/Organization, related to the permitted activity, except only such injury or damage as shall have been occasioned by the sole negligence of the City of Ellensburg.

Permittee/Organization certifies that he/she is at least 18 years old and authorized to sign on behalf of the Organization.

\_\_\_\_\_  
Applicant's/Organizer's Signature

\_\_\_\_\_  
Date

Title: \_\_\_\_\_

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(FOR OFFICIAL USE ONLY)

Date Application Received: \_\_\_\_\_ By: \_\_\_\_\_

☐ Application fee received

Permit Application #: \_\_\_\_\_

Date Insurance Certificate and Additional Insured Endorsement Received naming City with coverage at least as broad as ISO CG 20 12: ☐ By: \_\_\_\_\_

REVIEWED BY:  
(initials)

\_\_\_\_\_ Community Development Dept.

\_\_\_\_\_ Public Works Dept.

\_\_\_\_\_ Fire Marshal

\_\_\_\_\_ City Manager

\_\_\_\_\_ Police Dept

\_\_\_\_\_ Transit

PERMIT DENIED FOR THE FOLLOWING REASONS: \_\_\_\_\_

RECOMMENDED APPROVAL WITH THE FOLLOWING CONDITIONS: \_\_\_\_\_

The Parks & Recreation Director has reviewed and approved the special event permit application.

\_\_\_\_\_  
Parks & Recreation Director or designee signature